



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

November 28, 2024

DIVISION MEMORANDUM
NO. 759, S. 2024

**YEAR-END CONVERGENCE AND REVISIT OF ANNUAL IMPLEMENTATION PLAN (AIP) OF AOs
AND ADAS IN THE FIELD HANDLING SCHOOL FINANCES**

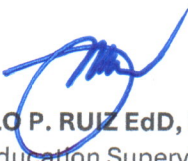
TO: THIS DIVISION
ALL CONCERNED PERSONNEL

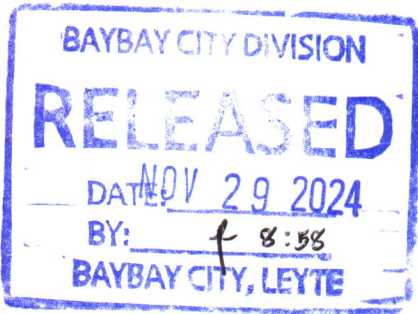
1. The office, through the Budget and Finance Section shall conduct a Year-end convergence and Revisit of AIP of Administrative Officers (AOs) and Administrative Assistants (ADAS) on December 10, 2024, at a venue to be announced later.
2. The objectives of this activity are the following:
 - a. Present the annual accomplishment of AOs and ADAS for CY 2024 and provide feedback on employees’ work progress and accomplishments.
 - b. Identify and discuss issues and concerns on bookkeeping and liquidation of School MOOE.
 - c. Revisit current AIP and craft standardized plan for 2025.
3. The expected participants are the following:

Division Personnel	
Ruthlyn P. Rebucas	Accountant III
Gregory S. Pastoril	Admin Officer II
Felita B. Dumaguing	Admin Assitant III
Randy B. Ramirez	Admin Assitant III
Niño E. Florentino	Admin Assitant III
Lorisa Joy B. Sacro	Admin Assitant II
Ma. Rosario A. Mauro	Budget Officer III
Dia Marie I. Marathon	Admin Assitant III
Jemiera M. Basalo	Admin Assitant III
Regine T. Galvez	Admin Assitant I
Kristine Jay Ann L. Bulawan	Admin Aide VI
Adora Fe Baltazar	Admin Officer IV
Enrico Lufrangco	Records Officer

Field AOS and ADAS		
Evangeline Cepriano	Jocelyn Royo	Crisanto Israel Jr.
Reymar Diaz	Flordelaine Cuerdo	Niña Albarico
Christian Anthony Calleja	Johanna Torrenueva	Lindon Fernandez
Juanita Cagol	Jennelyn Acompañado	Jemuel Ocaña
Jayvee Campomayor	Ferlito Palugod	Ma. Rizalina Bugaoisan
Alvin Johanne Baltazar	Lennie Lantaca	Maricon Belmores
Claire Audrey Albarico	Junrey Millapez	Rodney Rapada
Aaron Prado	Allan Albarico	Mary Jane Prado
Milen Dacera	Rodrigo Pernites	Sheryl Bagarinao
Princess Bell Orano	Roland Omalay	Sharlene Asilom
Jessica Cortes	Arthur A. Varron	Suzie Inocando
Irene Fontanilla	Marian Castro	Floruela Mesias
Emilie Tocmo	Rolando Antonio Mesias	

- 4. The participants are expected to bring their laptops, extension wires, and other pertinent documents necessary to accomplish the activity’s objectives.
- 5. This Division Memorandum shall serve as **Travel Authority** of the participants.
- 6. Expenses for the participants' meals, snacks, and venue shall be charged to Division MOOE Funds while travel and incidental expenses shall be charged to their respective School MOOE/ Local funds, subject to the usual accounting rules and regulations.
- 7. Immediate dissemination of and strict compliance of this Memorandum are desired.


JOSEMILO P. RUIZ EdD, CESE
Chief Education Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent



Enclosures: None
References: None
To be indicated in the Perpetual Index under the following subjects:

CONVERGENCE AIP SCHOOL MOOE



Diversion Road, Brgy. Gaas, Baybay City, Leyte
(53) 563-7615
baybay.city@deped.gov.ph